

COM 252
INTRODUCTION TO INTERPERSONAL COMMUNICATION
Course Information Sheet – Semester, Year

Communications, History, Languages, and Social Sciences Division
211 Moloney Building, Cooper Campus (246-6310)

Instructor: Include name Telephone: either campus voicemail or N/A Mailbox: Cooper mailboxes are in MB 211 Comm. Coordinator: Greg Rickert – 859-246-6332 Gregory.rickert@kctcs.edu ; 238 Moloney Bldg, Cooper campus	Office: usually N/A Office Hours: list set office hours or “by appointment” Email: please list your KCTCS email CHLSS Asst. Dean: Vicki Wilson – 859-246-6316 Vicki.wilson@kctcs.edu 217 Moloney, Cooper campus
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COURSE DESCRIPTION

Examines basic verbal and nonverbal concepts affecting the communication process in various interpersonal contexts. Requires participation in written and oral activities designed to develop and improve interpersonal skills. Includes perspective-taking, relationship and conversation management, effective listening, conflict management, communication climate, communication anxiety, and cultural/gender differences in interpersonal communication.

Pre-Requisites: ((Current placement scores for college level reading established by KCTCS, or completion of DRE 030 or RDG 030 or CMS 185) AND (current placement scores for college level writing established by KCTCS or completion of ENC 091)) OR consent of instructor.

INSTRUCTIONAL MATERIALS

Required Text:

Adler, Ronald.B., Lawrence B. Rosenfeld, and Russell F. Proctor II. Interplay: The Process of Interpersonal Communication. 12th edition. New York: Oxford, 2013.

COMMUNICATION 252 LEARNING OUTCOMES

1. Demonstrate knowledge of the components of the communication process.
2. Analyze and explain the development of the self and the role of self in interpersonal communication.
3. Exhibit knowledge of the role of ethics in interpersonal relationships.
4. Differentiate between effective and ineffective listening.
5. Identify and explain elements of perception and the role of perception in interpersonal communication.
6. Demonstrate knowledge of interpersonal conflict management strategies.
7. Identify cultural influences on communication behavior.

COMMUNICATION 252 GENERAL EDUCATION OUTCOMES AND OBJECTIVES

Students should prepare for the twenty-first century by gaining:

- A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts
- B. Intellectual and practical skills, including
 - inquiry and analysis,
 - critical and creative thinking,
 - written and oral communication,
 - quantitative literacy,
 - information literacy,

- teamwork and problem solving
- C. Personal and social responsibility, including
 - civic knowledge and engagement (local and global),
 - intercultural knowledge and competence,
 - ethical reasoning and action,
 - foundations and skills for lifelong learning
- D. Integrative learning, including synthesis and advanced accomplishment across general and specialized skills

In COM 252 Students will learn to:

1. Listen and speak competently in a variety of communication contexts, which may include public, interpersonal, and/or small-group settings. (General Education Competencies B, C and D)
 - Demonstrate knowledge of the components of the communication process.
 - Differentiate between effective and ineffective listening.
2. Find, analyze, evaluate, and cite pertinent primary and secondary sources, including academic databases, to prepare speeches and written texts. (General Education Competencies B and D)
 - Identify cultural influences on communication behavior.
3. Identify, analyze, and evaluate statements, assumptions, and conclusions representing diverse points of view; and construct informed, sustained, and ethical arguments in response. (General Education Competencies B, C and D)
 - Exhibit knowledge of the role of ethics in interpersonal relationships.
 - Identify cultural influences on communication behavior.
 - Identify and explain elements of perception and the role of perception in interpersonal communication.
 - Analyze and explain the development of the self and the role of self in interpersonal communication.
 - Demonstrate knowledge of interpersonal conflict management strategies.
4. Plan, organize, revise, practice, edit, and proofread to improve the development and clarity of ideas. (General Education Competencies B and D)
 - Demonstrate knowledge of the components of the communication process.

INSTRUCTIONAL MODES

Class sessions will include lectures by the instructor, class discussion of assigned textbook readings, group work, audio/video presentations emphasizing certain communication concepts and skills, oral presentations by the students, quizzes and exams. Out-of-class work will include written exercises and research of communication concepts that are presented in oral presentations.

CLASS PROCEDURES, REQUIREMENTS, AND POLICIES

General Class Requirements:

You are expected to:

1. Be on time for class.
2. Interact productively in small group activities.
3. Be prepared daily for discussion and quizzes by reading all assigned material BEFORE the day it is listed on the course schedule.
4. Successfully deliver an instructional presentation. **FAILURE TO DO THIS ASSIGNMENT WILL RESULT IN AN "E" FOR THE COURSE.**
5. Submit all written assignments at the BEGINNING of the class period on the designated date.

Code of Student Conduct:

All rules and regulations set forth in the current edition of the *KCTCS Student Code of Conduct* will be followed in this course. It is the student's responsibility to obtain a copy of this publication at:

http://www.kctcs.edu/en/students/admissions/academic_policies/code_of_student_conduct.aspx

Reasonable Accommodation:

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact a staff member in BCTC's Disability Support Services (DSS) at <http://bluegrass.kctcs.edu/en/dss.aspx> . The DSS phone number is 246-6530. Please do not request accommodations directly from the professor or instructor. However, once the DSS office recognizes that you have a special need that may require an accommodation or assistance, please inform the instructor of that fact.

Weather or Emergency Closing Information

Inclement weather or other emergencies may cause BCTC classes to be cancelled or delayed. If classes are **delayed**, you are to report to school at the announced time and attend the class where you would NORMALLY be at that time. Information about cancelled or delayed classes will be posted on the BCTC website. Many local radio and television stations will also carry announcements. Instructors may send email messages and/or Blackboard announcements regarding assignments for a class that was cancelled. Students are responsible for checking these sources for such messages.

For a full list of closing information, please visit: http://bluegrass.kctcs.edu/news_and_events/closings_and_delays.aspx

Attendance/Class Participation Policy:

Regular class attendance is necessary for success in COM 252. All absences have the potential of affecting your grade. If you must miss class, please see a classmate regarding class discussions and assignments. **NO MAKE-UP WORK IS AVAILABLE** for oral presentations, homework assignments, in-class exercises, quizzes, or exams, unless **PRIOR** arrangements are **approved** by me or if you submit a written request for make-up work with documentation requesting an excused absence. Granting of an excused absence is at the discretion of the instructor

The quantity and quality of your contributions to class discussions and activities will enhance your learning process and prevent class sessions from becoming an instructor's monologue. Informed participation is expected and can be evaluated according to the following criteria:

- Are you prepared for class discussions (e.g., completed reading, prepared for discussion questions)?
- Are you able to relate your own experiences and observations to class concepts?
- Do you respond to statements by others?
- Do you move the discussion along, not derail it?
- Do you ask questions and/or paraphrase when needed and appropriate?

Course Withdrawal Policy

The last day to withdraw from a course without instructor consent is **Monday, March 10**. Please see the current BCTC SCHEDULE OF CLASSES publication for the official college calendar or visit: http://bluegrass.kctcs.edu/Registrar/Withdrawal_Policy.aspx

SAP Statement:

If you receive grants and/or loans to pay for this class, you should be aware that withdrawing from or failing this class may affect your future financial aid eligibility. You should review the Financial Aid Satisfactory Academic Progress (SAP) policy for additional information. Contact the Financial Aid Office for a copy of the SAP policy. You are expected to attend class and have the required textbook(s) even though you have not received your financial aid or you may have an appeal in process.

Late Work Policy:

Late work will be accepted only if **PRIOR** arrangements are **approved** by me, or if an excused absence is requested and granted (see attendance policy, above).

Written Work:

FORMAT: For out-of-class assignments, only papers which meet these standards will be accepted:

1. All outside assignments must be typed, unless otherwise specified.
2. Do not use paper torn from a spiral notebook.
3. If a cover sheet is requested, list your name, your course and section number, the name of the assignment, and the date. If a cover sheet is not requested, write your name and your course and section number on the upper right corner of the first sheet.
4. Secure multiple pages with a staple or a paper clip.

Plagiarism:

Plagiarism in either written or oral work is a serious academic offense. Please see the publication of KCTCS *Community College Code of Student Conduct* for the official college policy regarding plagiarism.

Exams:

You will have two exams: one at midterm during a regular class period and a comprehensive final exam during examination week. Specifics on exam procedures and content will be discussed in class.

Quizzes:

A portion of your final grade will be based on quizzes over required readings and material. I may choose to give quizzes without prior announcement.

Written Exercises/Classroom Activities:

Assigned written exercises will be completed at various times during the semester. Some of these may be completed during class time, others may be completed outside of class. I will give you additional information regarding this assignment in class.

This assignment is designed to give you a vehicle for improved self-awareness and an understanding of your communication strengths and weaknesses. Although you need not "spill your guts," be assured that what you write will be confidential.

Oral Assignments:

You will be expected to research, evaluate, and organize information in order to develop an effective instructional presentation. The instructional presentation is a 5-10 minute individual oral report which **MUST BE COMPLETED IN ORDER TO PASS THE COURSE**. The subject for this assignment will be developed from communication concepts discussed or alluded to in class. Additional information will be provided later.

Student Rights and Responsibilities:

All rules and regulations set forth in the current edition of the KCTCS *Community College Code of Student Conduct* will be followed in this course. The Code of Conduct is available online at:

http://www.kctcs.edu/en/students/admissions/academic_policies/code_of_student_conduct.aspx

GRADING CRITERIA

Grades will be calculated on the basis of a 500 point scale.

Midterm Exam	100 pts. (20%)
Final Exam	150 pts. (30%)
Quizzes	50 pts. (10%)
Written Exercises/Classroom Activities	100 pts. (20%)
Instructional Presentation	
1. Written Assignment	30 pts. (6%)
2. Oral Presentation	<u>70 pts.</u> (14%)
	500 pts.
A = 450-500 (90-100%)	D = 300-349 (60-60%)
B = 400-449 (80-89%)	E = Below 300 (50-59%)
C = 350-399 (70-79%)	